

## MEDIATION VIA ZOOM VIDEO-TELECONFERENCE ADDENDUM

- Please provide the name, title, email and cell number for all participants to [bill@baytobaymediation.com](mailto:bill@baytobaymediation.com) (contact information is to be utilized solely to expedite execution of documents via DocuSign).
- Prior to the mediation conference, you will receive an email with the Meeting ID, password and link to the Zoom conference. **This email should be forwarded to each client/participant.**
- Zoom is a free web based program that does not require an account. Zoom is accessible via tablet, iPad, smartphone, Mac & PC. The program can be run online but for optimal performance, please download the program ([www.zoom.us](http://www.zoom.us)) or Zoom Cloud Meetings app for smartphones & iPad.
- For a successful conference, participants should have a secure, reliable high-speed internet connection and a device with camera and microphone capabilities.
- Please familiarize yourself with Zoom features:
  - ~ “Waiting Room” – upon logging in to your scheduled meeting you will arrive here and wait to be admitted into the general meeting.
  - ~ “Break Out Rooms” – are virtual, private meeting rooms where all like parties convene to securely discuss their positions.
  - ~ “Share Screen” – a feature that allows you to share visual aids such as photos, documents, videos and PowerPoint presentations during mediation (these documents must be currently “open” on your computer).
- The Zoom platform can accommodate telephone conference if video is not available or desired. The confirmation you will receive includes instructions for a teleconference call in.